

~~SECRET~~

OLM

17 December 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Action Agenda for Calendar Year 1988

REFERENCE: Memo for DA Office Directors from DDA, dated
7 December 1987, Same Subject

1. Our principal objective in 1988 is to provide the best logistical support possible to the Agency. Closely aligned with this objective is our goal to manage Office of Logistics (OL) personnel—our most important resource—recognizing that this objective and our functional goal are, indeed, inseparable.

2. More specifically, our objectives for 1988 are listed below (not in any order of priority):

a. Facility Management: (1) The move of components into the New Headquarters Building, along with consolidation of Agency external facilities; and, (2) begin backfill program and cafeteria expansion.

25X1

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OL 0052-87



SUBJECT: Action Agenda for Calendar Year 1988

d. Procurement: (1) Complete last phase of Coopers and Lybrand report, i.e., decentralization/reorganization of procurement function; (2) increase competition via directorate goal setting; and, (3) expand reviews of decentralized procurement teams.

25X1 e. Printing/Photography: (1) Establish unclassified video replication unit [redacted] and, (2) implement central control mechanism for desk-top publishing systems.

25X1 f. General: (1) [redacted]
(2) expand utilization of OL Flying Squad; (3) implement an effective personnel management system for wage grade personnel; (4) execute first major reorganization for OL in 30 years; and, (5) achieve initial operational capability for the Commercial Logistics Applications System (CLAS) by October 1988.

25X1 [redacted]
✓ John M. Ray 0

cc: OL Division/Staff Chiefs

25X1 O-DL [redacted] (17 DEC 87)

Distribution:

- Orig & 1 - Addressee
- 1 - Each OL Div/Staff Chief
- 1 - OL Files
- 1 - D/L Chrono

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

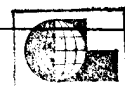
FROM:

 William F. Donnelly
 Deputy Director for Administration

EXTENSION

NO.

DDA 87-2589



DATE

8 December 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/OL

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*Copy sent to
1 MSS for
action*

Suspense:

5 Jan & S/O

DDA 87-2589
7 December 1987

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Information Technology
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training & Education


FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Action Agenda for Calendar Year 1988

1. By 4 January 1988 I would like to receive from each of you a list of objectives, tasks, priorities--whatever you choose to call them--you have set for your office for calendar year 1988. I will compile these (some or all) into a memorandum for the DCI which is due on 8 January.

2. Your papers should not exceed one page in length.

STAT


William F. Donnelly J

cc: ADDA